



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
1322 PATTERSON AVENUE SE, SUITE 3000  
WASHINGTON NAVY YARD DC 20374-5066

JAG/CNLSCINST 3030.4C

JAG 06

MAY 10 2017

JAG/COMNAVLEGSVCCOM INSTRUCTION 3030.4C

Subj: OFFICE OF THE JUDGE ADVOCATE GENERAL AND NAVAL LEGAL  
SERVICE COMMAND HEADQUARTERS CONTINUITY OF OPERATIONS  
(COOP) PLAN

Ref: (a) DoDD 3020.26  
(b) SECNAVINST 3030.4D  
(c) OPNAVINST 3030.5B  
(d) SECNAVINST S3030.5A  
(e) 10 U.S.C. §5149

Encl: (1) OJAG/NLSC HQ COOP Mission Essential Functions  
(2) OJAG/NLSC HQ COOP Essential Records List  
(3) Drive-Away Kit Requirements  
(4) OJAG/NLSC HQ Building 33 Emergency Action Plan (EAP)  
(5) OJAG/NLSC HQ Building 58 EAP  
(6) OJAG/NLSC HQ Pentagon EAP  
(7) OJAG/NLSC HQ COOP Information Technology Plan

Appx: (A) (S) Emergency Relocation Staff Concept of Operations Plan  
(B) (S) Tertiary Devolution Plan  
(C) (S) National Capital Region (NCR) Relocation Site Plan

1. Purpose. The purpose of the Office of the Judge Advocate General (OJAG)/Naval Legal Service Command Headquarters (NLSC HQ) Continuity of Operations (COOP) Plan is to ensure continuity of OJAG and NLSC HQ leadership and operations in order to maintain uninterrupted capability to accomplish OJAG/NLSC HQ mission essential functions (MEFs) during crises, threats, and emergencies. All OJAG/NLSC HQ personnel within the National Capital Region fall under this plan. Additionally, this plan provides oversight, direction, and minimum requirements for NLSC Echelon 3 COOP programs. This plan is based on "all hazards" planning, and complies with references (a) through (d). The overall classification of this document is UNCLASSIFIED//FOR OFFICIAL USE ONLY. Appendices A, B, and C are classified at the SECRET level, and are maintained on the classified network by OJAG, National Security Litigation Division (Code 30). Reproducing, extracting, or paraphrasing in whole or in part is authorized only when necessary to satisfy military requirements. The distribution of this plan or a portion thereof is restricted to those divisions, commands, and personnel whose duties specifically require knowledge of the contents.

2. Cancellation. This instruction supersedes JAG/CNLSCINST 3030.4B, which is hereby

cancelled. This instruction is a major revision and should be reviewed in its entirety.

3. Scope. This plan:

a. Establishes requirements for all OJAG/NLSC HQ components in order to ensure proper execution of the Department of the Navy (DON) COOP program requirements, DON MEFs, and OJAG/NLSC HQ MEFs.

b. Establishes and requires oversight of NLSC Echelon 3 commands by NLSC HQ.

c. Provides baseline objectives, OJAG/NLSC HQ MEFs, and requirements for mustering, organizing, and directing all personnel during all variations of disruptions to MEFs.

d. Requires OJAG/NLSC HQ support of, and participation in the DON COOP program, trainings, and exercises.

e. Requires consideration of, and alignment with, the priorities and goals of other programs, such as operations security, physical security, personnel security, and information security, to protect plans, personnel, facilities, and capabilities.

4. Definitions. For the purposes of this instruction, the following definitions shall apply:

a. OJAG/NLSC HQ National Capitol Region (NCR). Refers to all elements of OJAG/NLSC HQ, including the support staff of the Judge Advocate General of the Navy (JAG) and the Deputy Judge Advocate General of the Navy/Commander, Naval Legal Service Command (DJAG/CNLSC), OJAG Divisions, Naval Civil Law Support Activity (NAVCIVLAWSUPPACT), Navy-Marine Corps Appellate Review Activity (NAMARA), Navy-Marine Corps Court of Criminal Appeals (NMCCA), Chief Judge of the Navy, and Navy-Marine Corps Trial Judiciary Activity in the NCR. All military (active component and reserve component) and civilian personnel (federal employees and contractors) who are attached to these activities are covered under this instruction. OJAG/NLSC HQ activities outside of the NCR will be addressed by appropriate NLSC Echelon 3 COOP Plans in coordination with Code 67.

b. COOP-triggering Event. Consistent with reference (c), consists of any occurrence, including, but not limited to, localized natural disasters, terrorist attacks, military attacks, technological failures, civil unrest, pandemic events, or other disruptive conditions that seriously degrade or threaten the national security of the United States.

c. Emergency Relocation Staff (ERS) Personnel. Personnel in billets essential for OJAG/NLSC HQ's support of the DON COOP program, and for execution of OJAG/NLSC MEFs.

5. Responsibilities

a. The Assistant Judge Advocate General, Operations and Management (AJAG 06) has overall responsibility for OJAG/NLSC HQ compliance and support of the DON COOP program, and shall:

(1) Exercise overall responsibility for the management and implementation of this plan.

(2) Execute duties during the Activation and Reconstitution phases of plan execution as delineated in paragraphs 7b(2) and 7d of this instruction.

b. Director, OJAG, Code 67, Technology, Operations, and Plans shall:

(1) Appoint a Continuity Planning Officer to execute this plan and to serve as liaison with the Office of the Secretary of the Navy (SECNAV) and the Office of the Chief of Naval Operations (OPNAV) COOP program offices in support of the DON COOP program.

(2) Maintain oversight of the administration of this plan, and ensure COOP program requirements are met.

c. OJAG/NLSC HQ Continuity Planning Officer shall:

(1) Serve as the officer primarily responsible for overseeing the daily implementation of this plan and managing the OJAG/NLSC HQ COOP program.

(2) Oversee Echelon 3 command compliance by maintaining a roster of current NLSC command Continuity Planning Officers, supporting NLSC Continuity Planning Officers in development and execution of NLSC command plans, maintaining copies of the latest NLSC command COOP plans, and communicating best practices to all NLSC command Continuity Planning Officers.

(3) Coordinate new ERS member enrollment and indoctrination to the DON COOP program. This includes maintaining updated OJAG ERS information on the DON COOP roster so that ERS personnel are enrolled in the Wide Area Alert and Notification (WAAN) system for participation in periodic Send Word Now (SWN) testing administered by the Navy Operations Center (NOC).

(4) Procure and distribute Government Emergency Telecommunications Service (GETS) cards to new ERS personnel, and collect GETS cards from detaching ERS personnel.

(5) Develop, update, and maintain a COOP test, training, and evaluation (TT&E) plan, and publish Corrective Action Plans and After Action Reports (AARs) after each exercise. Training should encompass all requirements outlined in reference (b).

(a) TT&E exercises conducted for emergency management and anti-terrorism purposes can be incorporated into the COOP TT&E plan.

(b) Alert, notification, deployment procedures, operations, and support capabilities shall be tested at alternate facilities annually.

(c) AARs shall be maintained for at least five years and past AARs shall be reviewed after each exercise to evaluate continuity requirements and certify program readiness.

(d) The OJAG COOP program shall be internally evaluated annually using the latest DoD provided assessment tool.

(6) Review and update OJAG/NLSC HQ MEFs and OJAG/NLSC HQ Essential Records annually, and as needed.

(7) Review OJAG civilian position descriptions for OJAG civilian employees with ERS or other COOP responsibilities to ensure that these position descriptions clearly reflect that these individuals are emergency essential personnel and/or specify in writing what the non-routine office duties are during a COOP-triggering event.

d. NLSC Commanding Officers shall:

(1) Appoint a command Continuity Planning Officer and inform OJAG, Code 67 of the name and contact information of the command Continuity Planning Officer.

(2) Maintain oversight of the administration of this and the local command plan, and ensure COOP program requirements are met.

(3) Develop, maintain, and execute a written COOP plan, specific to the command, that will ensure continuity of MEFs and accountability of personnel. Forward a copy of the command COOP plan to OJAG, Code 67. Uniqueness is expected as to the specifics of each plan, to account for variation in command structures and geographic circumstances, and to permit integration of each particular command's procedures with broader DON regional emergency responses.

(4) Conduct an annual review of the command COOP plan and program, and submit revised plans to OJAG, Code 67. If no changes are made, notify OJAG, Code 67 as such.

e. NLSC command Continuity Planning Officers shall:

(1) Serve as the officer primarily responsible for the daily implementation of the local NLSC command COOP plan, and fulfilling duties under this plan.

(2) Identify areas to support region and installation COOP programs as applicable, and provide such support as necessary.

f. OJAG/NLSC HQ ERS personnel shall:

- (1) Be familiar with this plan and requirements to support the DON COOP program and OJAG/NLSC HQ MEFs.
- (2) Understand assigned roles and responsibilities of an ERS member.
- (3) Maintain familiarity with alternate emergency response locations, capabilities, and limitations through attendance at COOP briefings, relocation exercises, and annual training.
- (4) Participate in alert notification, personnel accountability, and remote access testing.
- (5) Provide the OJAG/NLSC HQ Continuity Planning Officer with current and accurate personal recall information upon check-in to an ERS position, and provide updates as necessary.
- (6) Notify the OJAG/NLSC HQ Continuity Planning Officer in advance of all planned periods of temporary duty, leave, or unavailability, if unable to arrange for a substitute ERS member to fulfill ERS duties during the period of absence. ERS personnel are considered unavailable if they are physically unable to execute any part of the Concept of Operations (CONOPS) in Appendix A due to their physical impairment, geographic location, and/or inability to communicate with the positions of SECNAV or CNO and/or other ERS personnel.
- (7) Participate in required COOP training and exercises.
- (8) Maintain a Drive-Away Kit as described in enclosure (3).
- (9) Remain at their normal workstations during a crisis or emergency event until they are no longer able to support OJAG/NLSC HQ MEFs or are ordered to an alternate site.
- (10) Participate in DON COOP recall testing by responding to SWN communications and messages issued by the NOC.
- (11) Test telework capabilities via government furnished equipment (GFE), and/or personal computers with current comprehensive anti-virus software installed, to ensure ability to remotely conduct all organizational MEFs that the ERS member is responsible for.

g. OJAG/NLSC HQ Personnel shall:

- (1) Review and familiarize themselves with this plan and emergency procedures pertinent to their location.
- (2) Participate in annual COOP training.
- (3) Ensure that accurate personal recall information is included on division recall rosters.

(4) Muster in accordance with enclosures (4) through (6) upon notification of activation of this plan.

6. Execution

a. The DON COOP is executed as directed by references (b) and (c).

b. The applicable portions of this instruction will be executed when the DON COOP plan is executed. This COOP plan may also be executed by the JAG either in anticipation of DON COOP plan activation or upon a determination of the need to relocate all or some of OJAG/NLSC HQ because of a COOP Triggering Event (regardless of the status of the Pentagon or other DON facilities).

c. CNLSC, or a cognizant Chief of Staff or Commanding Officer, may order execution of a NLSC command's COOP plan when a COOP Triggering Event affecting a particular NLSC command has occurred or is anticipated to occur.

d. OJAG/NLSC HQ MEFs are defined as those essential functions that support the DON's MEFs, identified in references (b) and (c). Enclosure (1) contains a list of OJAG/NLSC HQ MEFs. Prioritization of OJAG/NLSC HQ MEFs is dependent on the nature of the COOP triggering event, and the resources available at the time of the COOP triggering event.

e. ERS personnel must be able to support OJAG/NLSC HQ MEFs during COOP triggering events. If a catastrophic disaster occurs that incapacitates OJAG/NLSC HQ and/or the staff, the senior leadership positions of the respective staffs shall be reconstituted in order to perform MEFs. ERS personnel are divided into two teams – White and Blue. The White Team is comprised of the JAG and AJAG 01, who will provide direct support to SECNAV and CNO. The Blue Team is comprised of the DJAG and AJAG 06, whose primary purpose is to succeed the White Team ERS in the event that they are incapable of supporting OJAG MEFs or maintain OJAG organizational oversight.

f. During a COOP triggering event, the JAG will be considered unavailable if he/she is not physically present within the NCR even if able to communicate with personnel in the NCR. In accordance with reference (e), the line of succession to the Judge Advocate General in the event the office is vacant, or during the absence or disability of the Judge Advocate General is:

(1) Deputy Judge Advocate General;

(2) The officer detailed as Assistant Judge Advocate General of the Navy pursuant to subsection (b) of reference (e);

(3) The officer detailed as Assistant Judge Advocate General of the Navy pursuant to subsection (c) of reference (e);

(4) The officers assigned to Assistant Judge Advocate General positions and eligible for detail as Assistant Judge Advocate General of the Navy pursuant to reference (e), in the order prescribed by the Judge Advocate General.

(5) The Deputy Assistant Judge Advocates General, in the order prescribed by the Judge Advocate General.

7. Action. This instruction integrates in all COOP actions the four basic phases: readiness and preparedness, activation, continuity operations, and reconstitution.

a. Readiness and Preparedness. This phase includes all OJAG/NLSC HQ continuity readiness and preparedness activities including the development, review, and revision of plans, TT&E, and risk management. The phase shall include but is not limited to:

- (1) Testing, training, and exercises
- (2) Notification drills
- (3) Attending DON COOP working group meetings
- (4) Maintaining copies of essential records at alternate sites
- (5) Maintaining information technology for use during COOP activation

b. Activation. Activation of COOP plans and procedures for continuation of essential functions, records, and equipment at designated contingency sites.

(1) This phase includes but is not limited to:

- (a) Following procedures in EAPs to ensure personnel safety
- (b) Route/movement to contingent site

(2) During this phase the AJAG 06 is responsible for notifying Division Directors of COOP activation and providing guidance on OJAG/NLSC HQ's operating status. Division Directors will inform their personnel of the operating status and provide further direction based upon the operating status.

(3) Dependent upon the situation, OJAG has the option of moving to an interim location within the NCR for an event impacting the Pentagon. Utilization of this option provides a rally point to fully assess the situation and make a determination whether a return to the Pentagon is likely and desirable within a short period of time or whether the situation dictates full COOP implementation. See Appendix B for a relocation plan within the NCR.

(4) Follow procedures in Appendix C if relocation to the primary alternate site is not feasible due to a spectrum of variables including the designation of the NCR as a non-permissive environment, destruction of road networks supporting travel to the site, or the site itself being rendered uninhabitable due to natural or man-made disaster.

c. Continuity Operations. The primary concern during this phase is continuity of MEFs, succession of key leadership, and relocation of ERS personnel. The JAG, or his/her successor in accordance with paragraph 6f, will conduct contingency procurement actions through the SECNAV budget system and Financial Management and Budget (FMB) Office for any resources and services needed to support sustained performance and continuity of OJAG MEFs. This phase includes but is not limited to:

- (1) Personnel Muster in accordance with enclosures (EAPs)
- (2) Site activation
- (3) Establishing communications with NLSC Echelon 3 commands, JAG Consolidated Administrative Business Office (JCAB), and the DON COOP program
- (4) Prioritization of MEFs based upon nature of emergency and resources available
- (5) Execution of MEFs
- (6) Preparing for reconstitution

d. Reconstitution. This phase includes the personnel and facility-related actions required to resume full normal operations at the normal facility, another temporary facility, or a new permanent facility with the required staff and resources. The chosen facility shall support all functions needed to continue MEFs.


(1) The AJAG 06 shall be the reconstitution manager and coordinate the development of post-event reconstitution procedures that allow for recovery from a catastrophic emergency and resumption of normal operations in coordination with JCAB, Codes 64, 66, 67, and the OJAG Civil Engineer.

(2) When OJAG/NLSC HQ has established an alternate reconstitution site or reestablished OJAG/NLSC HQ's original site, the AJAG 06 will update all OJAG/NLSC HQ personnel regarding COOP progress, provide instructions for resumption of normal operations, and supervise an orderly return to the normal operating facility or movement to other temporary or permanent facility.

8. Mission Essential Functions. MEFS are defined as those essential functions that support the DON's MEFs in relations to Title 10 of the United States Code. OJAG/NLSC HQ MEFs are listed in enclosure (1). Prioritization of MEFs are dependent on the nature of the COOP triggering event. Low priority MEFs can be deferred until time and resources permit restoration.



9. COOP CONOPS. Specific CONOPS for ERS, COOP support personnel and other OJAG and NLSC HQ personnel required to provide support during DON COOP activation are included in Appendix A.
10. Information Technology. Enclosure (7) details procedures for maintaining and preserving electronic data.
11. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.
12. Review and Effective Date. OJAG, Code 67 will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and DON policy and statutory authority, using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or unless an extension has been granted.

  
G. E. SHARP  
Assistant Judge Advocate General  
(Operations & Management)

Distribution:

Electronic only, via the Office of the Judge Advocate General Web site <http://www.jag.navy.mil>.